

CITY OF PARIS JOB DESCRIPTION

Position: Finance Specialist

Reports to: City Clerk/Treasurer
Department: Administration 115
FLSA Status: Non-Exempt/Hourly
Core Schedule: M-F 8:00a-5:00p
Supervises: None

Purpose:

The Finance Specialist is responsible for administering accounts receivable functions related to taxes, licensing, permits, and other General Fund revenues. This position conducts collection efforts, ensures tax and regulatory compliance, processes refunds.

The Finance Specialist is entrusted with sensitive financial and personal information related to customer accounts, payments, and licensing. Strict confidentiality must be maintained at all times.

General Duties and Responsibilities:

- Accounts receivable for taxes, licenses, permits and other applicable General Fund accounts.
- Conduct collections efforts; follow up on past due licenses and taxes for General Fund.
- Prepare and analyze reports related to tax collections, refunds. Maintain records for all collection communications for collection efforts.
- Coordinate and communicate with third-party collection vendors to support recovery of delinquent accounts.
- Provide education to businesses regarding city requirements, tax obligations, and licensing and permitting processes.
- Verify and issue business license while ensuring all businesses are in tax compliance before new licenses are issued.
- Review Accounts Payable (AP) lists for vendor compliance.
- Research and process overpayment refunds for taxes, ensuring accurate and timely processing.
- Assist with the processing of returned checks, initiate collections actions, notify the issuer of the returned check, and apply appropriate fees to accounts for General Fund.
- Create, manage, and maintain various permits and licenses for the City; process payments.
- Assist the City Clerk with a variety of administrative and official duties and serve as the designated backup during an absence.
- Provide professional and courteous customer service at a high-traffic public service window, and over the phone, responding effectively to inquiries, concerns, and service needs.

- Perform additional related duties as assigned to support City operations and finance functions.

Manual/Physical

- Operates a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye and arm, or hand, movement. Standing/sitting for extended periods of time. Ability to lift up to 25lbs frequently.

Other Requirements

- High School Diploma or GED.
- Two years of working knowledge in accounting and finance.
- An equivalent combination of experience and education.
- Knowledge of accounting regulations for organizations working within the local government is preferred.
- Demonstrated initiative and the ability to work independently and effectively within time constraints.
- Knowledge of financial systems and procedures.
- Knowledge of theories and practices of municipal fiscal administration, accounting, collections, and internal controls.
- Proficient in Microsoft Office and other related software.
- Must possess and maintain a valid driver's license.
- Ability to communicate effectively both orally and in writing.
- Ability to identify problems and review related information to develop and evaluate options and implement solutions that are in accordance with laws, ordinances, and established principles.
- Manages all license permitting for the city.